

REQUEST FOR PROPOSALS: RFP# 2022-01

TITLE: DEMOLITION SERVICES

**ISSUING AGENCY:
TOWN OF WALLACE
316 East Murray Street
Wallace, North Carolina 28466**

ISSUE DATE: April 18, 2022

IMPORTANT NOTE: Indicate firm name and RFP number on the front of each sealed proposal envelope or package, along with the date for receipt of proposals specified below.

Sealed proposals, subject to the terms and conditions made a part hereof will be received until **1:00 p.m. Thursday, May 5, 2022**, in the office of the Town of Wallace, Office of the Town Manager, Wallace, North Carolina for furnishing the services described herein.

SEND ALL PROPOSALS DIRECTLY TO THE TOWN ADDRESS SHOWN BELOW.

Direct all inquiries concerning this RFP to:

Charles "Twig" Rollins
Zoning and Code Enforcement Officer
316 East Murray Street
Wallace, North Carolina 28466
(910) 285-4136
crollins@wallacenc.gov

IT IS THE BIDDER'S RESPONSIBILITY TO ENSURE RFP IS DELIVERED TO THE ZONING AND CODE ENFORCEMENT OFFICER BY THE CUT-OFF TIME.

Bidders may hand deliver RFPs to the Wallace Town Hall, or if preferred, UPS and FedEx make daily deliveries to our office. If using any other delivery method, **please allow ample time for delivery.**

INTRODUCTION

The Town of Wallace is issuing this Request for Proposals to obtain demolition services in accordance with the specifications contained herein.

PROPERTY ADDRESS:

321 N Duplin Street
(House, Contents, Out Buildings) (Residential)
PIN # 330618219729
Wallace, North Carolina 28466

SCOPE OF WORK: The contractor shall provide all materials, tools, machinery, labor and supervision necessary for the demolition work on the above properties. Demolition work shall include the clearing and removal of all personal property, wood, masonry, glass, metal and other debris located in the designated structure and outbuildings. All removed materials shall be disposed of off-site. NOTE: The site shall have all utilities capped and marked and be graded and seeded to be "build ready". All trees and shrubs that are marked with survey tape or fencing shall be left undisturbed. Note: The structure has been inspected and tested and found to be negative for the presence of asbestos.

PROVISIONS:

1. The contractor shall be responsible for obtaining all permits and will contact all utility providers, (including but not limited to: {water, sewer, electric, gas and cable) prior to commencement of demolition activities to ensure that disconnection and proper termination of such utilities has been completed. The contractor will also verify that appropriate rodent control measures are taken during all phases of the material removal.
2. Demolition bids shall be awarded to the lowest responsible bidder, taking into consideration quality, past performance, and reputation.
3. The contract will require the contractor to hold and save the Town of Wallace of any and all claims, liability, damages or costs, including reasonable attorney fees, resulting from any actions or failures to act caused by Contractor in carrying out the demolition and removal of the debris under the contract awarded to it. The Contractor shall be required to provide certification that they have \$1,000,000.00 general liability insurance and workman's compensation coverage for any employee on the job site, as required in Section 4 below. The provided Certificate should also name the Town of Wallace, NC as an additional insured.
4. **Requirements:** Within fifteen days after the notice of award, and before a contract is executed by the Town and Contractor, the Contractor shall provide Insurance certificates evidencing the coverage described below. Failure to timely provide such certificates shall automatically void the Notice of award.

- Worker's Compensation shall provide limits not less than with statutory limits of not less than \$1,000,000-per covered occurrence.
 - Commercial General Liability Insurance with a combined single limit of \$1,000,000 per occurrence. The successful respondent will be required to include the Town of Wallace as an "additional insured" on a standard Commercial General Liability Policy during the demolition. Failure to comply with this requirement within fifteen (15.0) business days of the date of the notice of award will be cause for cancellation of the award and selection of another qualified individual or firm.
 - Business Automobile Liability Insurance with a combined single limit of not less than \$1,000,000 per occurrence.
5. **Non-Discrimination/Equal Opportunity:** The Town of Wallace is an affirmative action employer. Respondents shall not discriminate in their employment about race, color, religion, sex or national origin. Qualified firms including small businesses and businesses owned by women, minorities, and disabled persons are encouraged to submit proposals.
 6. **Personnel/Subcontractors:** The awarded contract will require that the company provide a list of all supervisory personnel that are expected to provide the demolition service, including their experience, licenses, and certificates.
 7. **References:** Each proposal shall contain a minimum of three (3) references (names, title, address, and telephone number) of whom the Town may contact to verify services rendered or currently being provided. Public agency referrals are preferable. Proposals that do not contain a minimum of three (3) references, or proposals containing information that is subsequently proven false or materially incorrect will be considered non-responsive and rejected.
 8. **Optional Job Walk:** The Town will conduct a site walk through and a pre-submission meeting by appointment only. Appointments can be requested by contacting the Town's Zoning and Code Enforcement Officer (Charles "Twig" Rollins) at 910-285-4136. Respondents are encouraged to participate in the site walk through and pre-submission meeting. SAFETY HATS, PROTECTIVE EYE WEAR ARE REQUIRED.
 9. **Inspection:** All respondents are responsible for thoroughly examining the job site, specifications and any lead and asbestos survey reports, if available. You will be responsible for knowledge of all existing conditions and limitations that may affect the contract requirements. The proposal price shall include a sufficient sum to cover all items that are required for the satisfactory completion of the project. All questions shall be submitted in writing to the Town's Zoning and Code Enforcement Officer and clarified to the satisfaction of the Proposer prior to the submission of a proposal. A submitted proposal shall signify that the Proposer has no unanswered questions. No respondent shall at any time after submission of a proposal make any claim or assertion that there was any misunderstanding or lack of information regarding the nature or amount of the work necessary for the satisfactory completion of the job.
 10. **Execution of Proposal:** The attached Execution of Proposal must be completed and included in the proposal. Proposals that do not contain this document will be considered non-responsive and rejected.

11. **Criteria for Selection:** An evaluation team composed of Town Staff will review the proposals. All proposals that contain all the required documents and are received prior to the deadline date and time will be fully considered and rated by the evaluation team based on the following criteria:

Qualifications and Experience of Personnel – 25 Points

Fee – 30 Points

Time Allocated to Services – 30 Points

Client References – 15 Points

12. **Proposal Rejection:** The Town reserves the right to reject any or all proposals submitted and is not liable for pre-contractual expenses. Pre-contractual expenses are defined as expenses incurred by the offeror in: (a) preparing the proposal; (b) submitting that proposal to the Town; (c) negotiating with the Town in any manner related to this proposal; or (d) any other expenses incurred by offeror prior to date of award, if any, of the contract. Offer or shall not include any such expenses as part of the proposal in response to the RFP.
13. **Acceptance and Notification:** Following approval by the Town Council, the Town will notify the successful individual or firm of the award by either first class mail or by e-mail, if an e-mail address is provided, and request the individual or firm to furnish the appropriate insurance certificates. The insurance certificates must be submitted to the Town no later than **fifteen (15)** business days after the notice of award. Failure to comply with this requirement may be cause for cancellation of the award.
14. **No materials shall be stored or accumulated in any area for longer than a reasonable period of time.**
15. The contractor shall be responsible for the cost of removal and proper disposal of all materials- and shall provide the Town of Wallace with landfill tipping receipts prior to release of payment. Debris to be delivered to the Duplin County C&D Landfill in accordance with state and local codes and ordinances. All loads shall be covered and secured prior to and during transport. The contractor relieves the Town of Wallace of all liability in the disposal of debris. The contractor is responsible for all fees and permits, if applicable. **If debris is to be removed to a location other than the Duplin County C&D Landfill, contractor assumes all liability for such disposal.**
16. No payment shall be made until all work is satisfactorily completed and approved by the Town of Wallace. Interim monthly payments will be made upon the submission of itemized invoices by the contractor within thirty (30.0) days of the date of the invoice. The Town of Wallace reserves the right to challenge all or any portion of each invoice and shall be entitled to withhold five (5.0%) of each invoiced amount, which withheld amount shall be paid upon completion of the demolition and removal of the debris as provided in the awarded contract.
17. Contractor shall demolish structure, grade, and seed property to satisfaction of inspector. In the event Wallace shall elect to have the concrete floor removed, the remaining site shall be graded level for ease of maintenance.
18. The Town of Wallace encourages the recycling of materials, whenever possible.

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COMPANY NAME: _____

REFERENCES

Indicate below three agencies for which you have provided demolition services within the past three years:

Firm: _____

Contract Name: _____

Phone Number: _____

Firm: _____

Contract Name: _____

Phone Number: _____

Firm: _____

Contract Name: _____

Phone Number: _____

COST PROPOSAL COST

The cost of demolition in accordance with the specifications are as follows:

\$ _____ for demolition and removal of all materials.

The Town of Wallace reserves the unqualified right to reject all offers if determined in the Town's best interest.

NOTE: If any owners of the above listed property wish to demolish their property, that individual piece of property will be removed from the above listing and will not be considered in making an award, but the current Owners will have to comply with all provisions of the RFP.

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COMPANY NAME: _____

EXECUTION OF PROPOSAL EXECUTION OF PROPOSAL

By submitting this proposal, the potential contractor certifies the following:

An authorized representative of the firm signs this proposal.

It can obtain insurance certificates as required within 15.0 days after notice of award.

The cost and availability of all **labor**, equipment, materials, and supplies associated with performing the services described herein have been determined and included in the proposed cost.

All labor costs, direct and indirect, have been determined and included in the proposed cost.

The potential contractor has read and understands the conditions set forth in this RFP and agrees to them with no exceptions.

The contractor has in effect \$1,000,000.00 in general liability insurance and Workers Compensation on all employees.

Therefore, in compliance with this Request for Proposal, and subject to all conditions here, the undersigned offers and agrees, if this proposal is accepted within 60 days from the date of the opening, to furnish the subject services at the cost on the "Cost Proposal" section of this document.

OFFEROR: _____

ADDRESS: _____

TOWN, STATE, ZIP: _____

TELEPHONE NUMBER: _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____

BY: _____ TITLE: _____ DATE: _____
(Signature)

(Typed or printed name)

**THIS PAGE MUST BE SIGNED AND INCLUDED IN YOUR PROPOSAL.
UNSIGNED PROPOSALS WILL NOT BE CONSIDERED!!!**

ACCEPTANCE OF PROPOSAL ACCEPTANCE OF PROPOSAL
TOWN OF WALLACE

BY: _____ TITLE: _____ DATE: _____